UC UNIVERSITY OF CANTERBURY
Te Whare Wānanga o Waitaha
CHRISTCHURCH NEW ZEALAND

UC Policy Library

Clubs and Groups on Campus Policy

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Approval Authority	Director, Learning Resources
Contact Person	Campus Services Manager - Learning Resources

Introduction

This document covers two distinct groups who undertake promotional and educational activities on campus. These groups are:

- clubs and societies directly affiliated to the University of Canterbury Students' Association (UCSA); and

- any other organisation which has an interest in but not a direct link to the University.

This document is intended to give clear direction to organisers planning and conducting events and to ensure consistency with other policies on campus.

This policy does not address student social events on campus. Please refer to the *Student Events on Campus Procedures (PDF, 205KB)*

Definitions

N/A

Procedures/Guidelines

1. Clubs and Societies

Clubs and societies form an important part of campus life and help provide interest, social interaction, education and professional development for participating students. Responsible club and society activities are actively supported by the University.

The following rules are provided to ensure that activities are well planned and undertaken in a thoughtful and responsible manner.

2. Club Days

Twice each year the UCSA and the University combine to provide the opportunity for clubs and societies to market themselves to prospective members. Generally club days are held at the beginning of each semester and the dates for those activities are agreed by the UCSA in conjunction with Campus Services. Events may occur on both the central campus and the College of Education site.

All club day activities must be booked through the UCSA Events Coordinator in charge of Clubs Day (Ext 3912) who will confirm the arrangements with Campus Services. Sites for tents etc. are to be reserved and approved in advance and any club or society that arrives with no booking, prior site approval or does not comply with the plan they have submitted, risks being refused access or will be required to remove their display.

Vehicle access to tent sites etc. is only permitted during set-up and clean-up periods. Access is provided by UC Security Services and vehicles are to be removed at all other times unless they are pre-approved as an integral part of the club or society's display. Once removed, all vehicles must be parked in normally designated parking spaces.

Tents may be erected only on the morning of the first day and must be removed the final afternoon. If clubs choose to leave their tent *in situ* during the period, UC Security Services will monitor them on an intermittent basis. However, the club retains full responsibility for their property.

Access ways through the area must be kept clear, power cables must be secured so as not to create a trip hazard and any tents or structures must be safe and secure. Remember, the wind in Christchurch can be extremely strong on occasion.

Music must be kept to a reasonable sound level in accordance with the academic needs of the campus and the proximity of other campus users.

The University has strict guidelines covering the consumption of alcohol on campus as part of a student event. Club days are an opportunity to showcase the club or society on its merits and the consumption or provision of alcohol is not seen as being a necessary part of these activities, and as such is prohibited.

Advertising of alcohol is prohibited with the exception of the names of club sponsors. If any club is unclear of what is acceptable, Campus Services should be consulted prior to the event to prevent any misunderstanding.

If electrical services are required on a particular site, please contact the Engineering Services *Electrical Supervisor (University Engineering Services website)* who will assist. It is recommended that convenors contact the Electrical Supervisor for assistance any time electricity is to be used outside buildings and reasonable notice is required in order for services to be provided. All costs associated with the provision of services to a site will be met by the organiser.

3. Other Events

From time to time various clubs and societies may wish to undertake a range of other activities on campus ranging from such things as providing a BBQ to support a high school event, to the Alpine Club scaling the face of the James Hight Library.

These events are actively supported, provided they are appropriate and do not interfere unduly with other campus activity.

Any club or society wishing to organise an event on campus must first obtain permission from Campus Services. The *Campus Services Manager (University Campus Services website)* should be approached in the first instance.

4. Non University Organisations

From time to time, organisations not directly affiliated to the University may wish to undertake activities on campus. In most cases, these organisations provide a valuable resource to the campus community by highlighting national and international issues and by providing information and opportunities to those who are interested.

Permission for these activities must be obtained from Campus Services in all instances. Any organisation undertaking activities on campus which are not authorised will be advised to leave the campus immediately and future permission may not be forthcoming. Permission will be forthcoming provided that:

- the organisation involved is clearly identified;

- the activities are appropriate and beneficial to the campus community and their aims compatible with their presence on the University;

- there is no harassment or coercive practice and the organisers are accountable for the behaviour of their members (refer to '*6. Behavioural Standards'*, below);

- the activities are undertaken in accordance with the permission given; and

- if necessary, appropriate insurance provisions are in place and recorded.

5. Advertising

Advertising material is only permitted in the following forms:

- Poster bollards. The UCSA controls the use of all poster bollards on campus. Please contact the UCSA Events Coordinator/s for further information.

- Notice boards. There are numerous notice boards around campus. These are for the use of everyone on campus and must be used in a reasonable manner. Excessive copies of the same poster/notice etc. are not permitted.

- Chalking is permitted but only on pathways external to building eaves (i.e. pathway must be exposed to rain effect) and excluding cobblestone areas and the concourse between Puaka - James Hight and Matariki.

- Commercial advertising is not permitted on campus in any form.

Note: Walls, windows, doors, building columns/pillars etc. are not available for advertising in any form. If this occurs, the responsible party will be advised to immediately remove the items/marking and if this is not undertaken, a contractor will be engaged to remove it at the expense of the responsible organisation.

6. Behavioural Standards

The University is an institution in which our people are valued and as such it is our intention to provide a safe and secure environment on campus for all staff, students and visitors.

To support this, the following guidelines are provided to clarify the behavioural standards which are to be followed by any group using the University campus.

- Acknowledge and respect the activities of other people in the vicinity of your activity.
- Clearly and unambiguously identify who you are and whom you represent.
- Respect the rights of any person to refuse any information or interaction.
- Do not engage in debate which results in the views of others being simply dismissed. Each person is welcome to his/her own views.
- Do not harass or pursue any person.
- Do not approach people, particularly people on their own, as a group.
- Do not approach people in narrow or restricted areas. (e.g. walkways, bridges, entry ways etc.)
- Do not "con" people into believing they are being approached for a reason which is not correct (e.g. the use of "surveys").
- Do not approach people in cafes, offices or other "private" spaces.

Please Note: If valid complaints are received regarding the activities of any group on campus, UC Security Services will discuss the complaint with the group leader. If the issue is not resolved, security staff have the authority to require the activity to cease and for the group to leave the campus.

7. Clean-Up

Following any event, the area used must be completely clear of rubbish and debris. Committees must ensure that a plan is in place and people arranged to ensure that this is undertaken. If the University's Grounds Maintenance staff are required to clear-up after an event, the convenor **will** be held liable for the cost and the condition of the ground will influence permission for any further events.

8. Accountabilities

- **Campus Services** will ensure there is a process and clear guidelines, and support approved activities with facilities such as power when required.

- **UC Security Services** will ensure that the provisions of this document are adhered to and provide support for groups as required.

- **The Club or Society Representative** or committee will ensure the event occurs sensibly and safely and ensure that the wider University community are not inconvenienced or distressed in any way.

- **The UCSA Events Coordinator/s** will make all registered clubs and societies aware of this document and the need for compliance.

Related Documents and Information

UC Policy Library

- Campus Drug and Alcohol Policy (PDF, 157KB)

- Student Events on Campus Procedures (PDF, 205KB)

University Website and Intranet

- Campus Services Manager (University Campus Services website)

- Electrical Supervisor (University Engineering Services website)

- Events@canterbury.ac.nz

External

- University of Canterbury Students' Association (UCSA) (UCSA website)

Document History and Version Control Table			
Version	**Action**	**Approval Authority**	**Action Date**
For document history and versioning prior to 2013 contact ucpolicy@canterbury.ac.nz			
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